



2801 89th Street, Sturtevant, Wisconsin USA 53177

APPLICATION - PLANNING COMMISSION

Note: Application Definition listed on the back page

Application Date: _____

Applicant Name/Agent: _____

Owner Name: _____

Business Name: _____

Address _____

City/State/Zip _____

Telephone _____

Next Planning Commission DATE: _____

Fee Required:

Receipt #: _____

Change of Ownership Fee: (\$ 160)

All Other Application Fee: (\$ 250)

Conditional Use Permit (\$75)

Other Fees: (\$)

DRC REVIEW:

Y or N

Int: _____

Current Zoning

☐ R1 – R2 ☐ M ☐ BA ☐ MF ☐ I

Tax Key No: _____

REQUEST: ☐ Conceptual Consent ☐ Preliminary Approval ☐ Final Approval

Project Description: _____

Letter of Intent: Attach extra sheets as necessary

Signature indicates that I have reviewed the definitions on the back of this form and understand the Village DRC and Planning review process

Applicant Signature: _____

Date: _____

PROJECT	Conceptual Approval	Preliminary Approval	Final Approval	Board Approval
<input type="checkbox"/> Change of Ownership	Notes: _____			
<input type="checkbox"/> Sign Approval	Notes: _____			
<input type="checkbox"/> Remodeling / Addition	Notes: _____			
<input type="checkbox"/> New Construction	Notes: _____			
<input type="checkbox"/> Conditional Use Permit	Notes: _____			
<input type="checkbox"/> Other	Notes: _____			

EXHIBITS	Planning Notes	Comments
<input type="checkbox"/> Letter of Intent		
<input type="checkbox"/> Site Plan		
<input type="checkbox"/> Rough Grading Plans		
<input type="checkbox"/> Building Plans		
<input type="checkbox"/> Landscape Plans		
<input type="checkbox"/> Lighting Plans		
<input type="checkbox"/> Other _____		
Planning Commission / Secretary	Comments	Date
Village Administrator / Board Action	Comments	Date

Double Fees will be charged if work has proceeded or occupancy has taken place before the Planning Commission approval or appearance



PLANNING COMMISSION APPLICATION: (Information Page Only) Page 2

SUBMITT To: Village Clerk or Building Inspector the "Friday" before the meeting week: 2801 89th. Street., Sturtevant, WI. 53177 (262) 886-7223. The Commission meets on the second Thursday of every month at 7:00 p.m. in the Municipal Hall.

ITEMS REQUIRED: Fee plus 8 copies of letters, drawings, site maps upon delivery to Village Hall.

Design Review Committee (DRC): The Design Review Committee is a staff level meeting that has been established every Wednesday between the hours of 10:00 and 12:00 on a first come first serve basis. The Committee is made up of the Village Administrator, Village Engineer, Building Inspector, Director of Public Safety, Other consultants that may be employed by the Village.

Conceptual Consent -: This approval is recommended for exploratory purposes, before investing in extensive design work. The Commission will consider the best use of the building site, proper zoning, harmonious blend with adjoining sites, traffic patterns, and off-street parking.

Preliminary Approval-: An Agreement needs to be reached on the preliminary design of the proposed project/building/or use and in particular the site design. Agreement for the proposed site design with regards to, but not limited to: storm water management plans, grading, landscaping, green space, lighting, traffic pattern, parking layout, and signage will be required. Changes required by the Commission shall be incorporated in the plans submitted for final approval.

Final Approval-: Review of changes agreed upon and inclusion into the final design. Review of final construction plans, storm water management plans, and complete site plans. Stipulations (Conditions of Approval) may be added at this time by the Commission for inclusion into the Conditional Use Permit. The Planning Commission final approval will be referred to the Village Board for review and approval. Upon final approval by the Village Board. Should the Board reject the recommendation the "Project Applicant" can make application for review. Upon approval by both the Planning Commission and Board the applicant can apply for any building permits necessary to begin the work. This approval expires in six months unless substantial work has commenced. State approval of the plans may be necessary.

Denial of Application-: Appeal to Village Board of "Zoning Classification" change or Board of Appeals for "Code Compliance" issues.

Conditional Use Permit-: Upon completion of the project/building the business will be issued a "Condition Use Permit" with stipulations attached if any. This conditional use permit shall be displayed in a conspicuous location at the permitted location.